

# Library Faculty Meeting Minutes

**Date:** September 8, 2011

**Present:** Camilla Reid, Camilla Baker, Jeff Heck, Kyle McCarrell, Ralph Herndon, John O'Shea, Yadira Payne, Rod Bustos, Fay Verburg, Cindy Britt, Mellie Kerins, LouAnn Blocker, and Ginny Loveless

**Leader:** O'Shea

**Observer:** Payne

**Recorder:** Loveless

**Next Meeting:** September 26, 2011

**Leader:** Payne

**Observer:** Reid

**Recorder:** Loveless

**Last Meeting:** Minutes of the August 17, 2011 meeting were approved as distributed.

**Special Agenda Item:** (Reid): A sub-committee was formed to study statistics collection and reporting for the library. Members: Jeff Heck, Fay Verburg (chair), Yadira Payne, and Camilla Baker. The sub-committee has been formed in an attempt to ensure consistency, eliminate overlap, and assure that all pertinent statistics are recorded and easily accessed.

---

## Area Reports:

---

**Media Services:** (Ralph Herndon): Georgia Health Sciences University and ASU will be co-hosting the Board of Regents' annual meeting October 11-12. The meeting will primarily be held in the Jaguar Student Activities Center. Media Services is heavily involved in the planning, serving as a member of the task force team, along with the office of Public Relations and Publications, Student Activities and Information Technology.

**Curriculum Center:** (Cindy Britt): This semester, the student assistants' schedules have been adjusted to allow the Curriculum Center to extend its hours until 7:00p.m Monday – Thursday.

One MAT class came in for an orientation/scavenger hunt on August 22. A middle grades class came in for a tour on August 18.

Cindy Britt has worked with several faculty members on putting materials on reserve for classes and has requested suggestions for materials they would like to see ordered for classes.

**Reference:** (Fay Verburg): Marshall Abuwi, Evening Reference Assistant, will be on vacation October 4-16.

**Library Instruction:** (Camilla Baker): Library instruction classes for September have all been assigned, with the exception of a few during the last week of the month.

**Special Collections:** (John O'Shea): The Lyrasis Series II I is now proofed, completed, and on the project website. The original materials will soon be returned. Lyrasis IV will include yearbooks from Richmond Academy and Tubman. Some of the Tubman yearbooks belong to the Augusta Genealogical Society, and are not a part of Reese Library's collection.

**Acquisitions/Cataloging:** (Kyle McCarrell): Campus collection development representatives for FY12 have been given their departmental allocations for FY12 to begin selecting items to purchase for the collection. New representatives met August 19 in the Library Instruction Room (304) to learn how to select materials through the GOBI system.

New faculty returned fourteen coupons/vouchers to select up to five books or DVDs they would like to see added to the collection. All materials selected by the new faculty will be purchased.

Kyle McCarrell attended a webinar on Original Cataloging from OCLC.

**Automation:** (Rod Bustos): Eight new staff and Circulation Service Desk computers purchased at yearend have been received from ITS. The initial installations have started in the Circulation department.

The patron barcode option has been removed from the GIL patron login page so the system now defaults to "Institution Id". Students were getting confused when patron barcode was an option, and the attempt to use their 927 number in that field failed.

Owen Angleton, Automation Assistant, has been making progress on the library home page redesign. He currently has a prototype available and is seeking feedback. The new page uses a modular design so it is quite easy to move the features around.

**Outreach:** (Mellie Kerins): Matthew Whittington, Outreach Assistant, has created a display for the first floor display case in memory of those who died on 9/11. It is a complete list of names and where they died: World Trade Center, flights, and Pentagon.

There are three entries to the Family Room Door Design contest, which will be presented to the Advocacy Group for Evening and Non-traditional Students at their next meeting on September 20.

The next Meet the Author event will be Edgar Johnson, Communications and Professional Writing, Tuesday, October 18 at 2:30 p.m., library second floor lobby. His book is *What about us?: standards-based education and the dilemma of student subjectivity*.

PR has begun for the GA Archives Month presentation Tuesday, October 25 at 3:30 in University Hall 157. Theme is JAG History: Worth Saving!

**Electronic Resources/Serials:** (LouAnn Blocker): There are several ongoing trials.

- Ebrary books related to 9/11
- American antiquarian society trials of periodicals collections and the footnotes SCOPUS Elsevier SciVerse Scopus
- Plunkett Research Online

See details at <http://guides.aug.edu/trials> for these trials.

The Career Cruising trial won't be listed on the trials page, since it's intended only for Career Services staff and library staff. LouAnn Blocker sent an email with access instructions for that trial.

New to GALILEO: Thanks to Yadira Payne in Government Information, the library now has access to the Homeland Security Digital Library, which comprises over 92,500 documents related to homeland security policy, strategy, and organizational management from a wide variety of sources including federal, state and local governments; international governments and institutions; nonprofit organizations and private entities. The GALILEO Express link is <http://www.galileo.usg.edu/express?link=homa-aug1>

Jody Kuehl from EBSCO will visit today at 1:30pm. If you cannot attend, please forward any questions you have to LouAnn Blocker.

Please continue to report issues with GALILEO Journals list (SFX "Find it") or the EBSCO A to Z list to LouAnn Blocker and she'll send those to GALILEO or EBSCO to see if they can be resolved.

Andy Bruner, Administrative Specialist, helped LouAnn Blocker with getting a copy of the brochures for Global Issues in Context and Opposing Viewpoints in Context to everyone teaching English 1101 or introductory COMS classes this fall.

**Government Information:** (Yadira Payne): The Government Information department completed the Savannah River Site Annual Assessment of Administrative Record File audit August 19. All SRS-DOE public comment/notice documents were

accounted for and there were no active files. Reese Library's Government Information continues to serve as one of only two repositories of these resources in Georgia.

Reese Library's Government Information department is now one of only four libraries in the U.S. to house the Department of Health and Human Services Agency for Toxic Substances and Disease Registry public health assessment of the SRS-DOE. The document will be available for public comment until October 10. It is also available online at <http://www.atsdr.cdc.gov/HAC/PHA/HCPHA.asp?State=SC>.

There has been an interesting response to the national posting of Government Information's Offers Lists. The link to the Offers Lists from the Government Information LibGuide was made available at <http://guides.aug.edu/content.php?pid=160121&sid=1983863>. Requests from the University of Hawaii and the United States Department of Agriculture's Natural Resources Conservation Service (USDA-NRCS) have been received.

Government Information's new statistics sheet is working well. This will enable departmental personnel to more accurately capture reference versus directional assistance given.

JannMarie Chandler, Government Information Assistant, and Yadira Payne are researching methods for directly cataloging Government Information publications from the GPO versus using the Marcive system. The goal is to complete the report by January 2012.

The Women's Studies Program Committee has added Specialized Library Instruction into its program goals for FY11-12. This instruction will focus on Women's & Gender Studies Resources to include government information.

Yadira Payne was interviewed by News 12 regarding the 9/11 display housed in the library.

Constitution Day events will be September 19 from 9:00am through 2:00pm. Campus fliers and email announcements will be distributed.

The 2011 Biennial Survey of Federal Depository Libraries runs from September 30-October 31. The department's goal is to complete the survey and submit it by October 3.

September 20, Yadira Payne will serve on an English & Foreign Languages "Meet the Majors" bilingual panel of ASU Alumni.

Yadira Payne is now the faculty advisor for the student body's Equestrian Team.

**Business Services:** (Ginny Loveless): We are installing glass doors in front of the Reese Room. This will enable us to showcase the room even when events are not being held: the glass doors will be closed and locked but the wooden doors will be open. We are also placing track lighting in the alcove to emphasize the "Reese Memorial Room" letters above the doorway.

All the shelving that previously held the current journals has been dismantled. We are waiting for it to be surplus. After it is removed, all the new furniture will be delivered and set-up.

August 31, Ginny Loveless participated in a staff planning meeting for the new student life and wellness center to be built on the West Campus.

**Associate Director /Circulation:** (Jeff Heck): Jeff Heck helped Savannah River Scholars Program students from the Chemistry and Biology departments with a scavenger hunt.

August 31, Jeff Heck participated in a faculty planning meeting for the new student life and wellness center to be built on the West Campus.

Jeff Heck is currently preparing guidelines for digitizing documents for ASU faculty members.

**Director:** (Camilla Reid): After considering the ramifications of the Board of Regents new policy regarding benefits for 20-hour University System employees, Mellie Kerins, Outreach Librarian, has made the decision to retire at the end of December.

Yadira Payne's co-authored research on salaries of southeastern Government Information librarians won the EBSCO Award (2<sup>nd</sup> place) in the Georgia Library Association's Academic Division's submitted paper competition. The paper will be presented at GACOMO and the award presented at the GLA luncheon.

Thanks to collaboration of Library Outreach Assistant, Matthew Whittington and music professor, Rob Foster, a humanities class used the library's Art Gallery space for a lab relating to Japanese culture. The arrangement worked out quite satisfactorily.

Vice Chancellor for Information Technology and Chief Information Officer of the University System of Georgia, Dr. Curt Carver, visited ASU on August 31. Escorted by Chip Matson, ASU's Director of Information Technology Services, he met with several campus administrations including the library director.

Draft FY12 Unit Plans have been submitted to the VPAA's Office for Reese Library, Media Services, and the Curriculum Center. Feedback will come during the next week or so, after which final plans will be submitted to the Office of Institutional Effectiveness.

**Committee Reports:** (Reid): Search Committee for the Dean of Pamplin Arts & Sciences is reviewing over 114 applications. Finalists will be on campus on October 17 and 18 for interviews and public forums.

(Reid): The Library Committee's first meeting of the fiscal year is September 20 at 2:30 p.m. in the Reese Room. The library renovation master plan will be reported on.

**Miscellaneous:** (Reid): Camilla Reid and Jeff Heck completed PeopleSoft and budget training August 24. Camilla and Jeff also attended the Center for Teaching and Learning 2011-12 Kickoff reception on September 1.

(Heck): Jeff has become co-faculty advisor to Lambda Pi Eta, the Communications Honor Society, working with Dr. Pam Hayward.

(Blocker): LouAnn Blocker is working with the International Friends group this fall. It's an informal way for international students to meet faculty and students who can help them get acquainted with Augusta and ASU.

(McCarrell): Progress continues on developing the job description for the Librarian Assistant II position that will be split between Circulation and Technical Services.

**Next Meeting:** September 26, 2011 10:00 a.m. Media Services' Conference Room